

MEMORANDUM FOR: Office of Communications  
Office of the Comptroller  
Office of Logistics  
Medical Staff  
Office of Personnel  
Office of Security  
Office of Training

ATTENTION : Support Planning Officer  
SUBJECT : Annual Report on Wartime Preparation  
REFERENCE : DCI Letter dated 2 June 1955, subject:  
Wartime Mission of CIA

1. The annual report of the status of CIA wartime preparation will be due during July 1957. It is requested that your portion of this report be submitted to the SPA-DD/S by 8 July 1957.

2. This report will cover the fiscal year ending 30 June 1957 and should include but not be limited to the following factors:

a. Narrative summary outlining those items accomplished during this period which were previously reported as deficiencies or problems;

b. Summary of accomplishments other than those in paragraph 2.a. above;

c. Projects in process with an estimated percentage of completion; and

d. Major problems or deficiencies, with intended action.

3. Included in this report as in previous reports, there should be a statement of your opinion of the Agency's capability to perform in time of war as this ability relates to your Staff or Office.

4. I believe by now this report can be made in a simple, narrative form with a minimum of statistical data and, further, that we no longer need to outline missions, functions, etc.

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SPA-DD/S:JMA:hjs (5 June 1957)  
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